



# The Town of Fenwick Island

800 Coastal Highway, Fenwick Island, DE 19944-4409

302-539-3011 ~ 302-539-1305 fax

[www.fenwickisland.delaware.gov](http://www.fenwickisland.delaware.gov)

---

## TOWN MANAGER'S REPORT

### Monthly Activity Update for April 2024

#### TOWN MANAGER'S UPDATE:

- Transitioned into the Town Manager role on April 8, 2024
- Weekly Staff Meetings – Staff will continue to meet on a weekly basis and share updates on their current projects and initiatives.
- Attend ACT Meeting – April 4
- Attend SCAT Legislative Breakfast on April 5
- Attend 4 webinars in a series of weekly GAP webinar (8-week series)
- Worked with Jim Smith at Delmarva Power on solutions for the lighting issue on S. Schulz Rd.
- Attend Residential Concerns Committee
- Attend Pedestrian Safety Committee
- Attend Technology Committee Meeting – Discuss database search update; review current administrative processes and solutions
- Attend Environmental Committee meeting
- Work on Board of Adjustment hearing for elevator variance
- Discuss with Wagamon Tech Group the implementation of OneDrive, Sharepoint, Cyber Security Grant status. Implementation is scheduled for May 9-10.
- Work with Erin and Caroline on updating the process for collecting emergency contact information using a revised form and offering the option to fill out their information online using MS Forms.
- Attend ACT luncheon with Gubernatorial Candidate Matt Meyer
- Attend Planning Commission meeting
- Met with Colleen Wilson and Erin to review and outline the election year calendar, deadlines, and related tasks
- Schedule BOA hearing for May 28 and prepare the notices for residents, newspaper, neighbors
- Attend Executive/Town Council Meetings – April 26

- Received FOIA request on Friday, April 26
- Addressed anonymous resident concern regarding uninhabitable housing concern
- Met with Rev. Macklin regarding the Memorial Day celebration at the May Council meeting
-

PERMITS-10  
ECC-\$222,725.50  
FEES-\$5,435.94

TOWN OF FENWICK ISLAND  
BUILDING REPORT  
APRIL 2024

[Type here]

**PERMIT  
NUMBER**

**PROPERTY DESCRIPTION**

**PROJECT DESCRIPTION**

**E.C.C.**

**FEES**

5854

Zonko  
1304 N. Shulz Rd.  
1-34 23.12 15.00  
LOT 5

Permeable Paver Driveway

**\$30,000.00**

**\$900.00**

5855

Merritt Marine Construction Inc.  
Smith  
40 Oyster Bay Dr.  
1-34 23.20 28.00  
LOT 162

Install Top Cap on Bulkhead

**\$3,300.00**

**\$100.00**

5856

Brosnahan Custom Homes  
Brosnahan  
16 Bayside Dr.  
1-34 23.16 195.00  
LOT 124

440sqft of permeable Paver Walkway

**\$8,200.00**

**\$246.00**

5857

Forrest Outdoor Living  
Schulman  
49 Oyster Bay Dr.  
1-34 23.20 25.00  
LOT 169

Replace Deck & Rails /Same footprint

**\$80,010.00**

**\$2,400.00**

PERMITS-10  
ECC-\$222,725.50  
FEES-\$5,435.94

TOWN OF FENWICK ISLAND  
BUILDING REPORT  
APRIL 2024

[Type here]

5858	J.W. Remodeling Loughran 4 High Tide Lane 1-34 23.20 51.00 LOT 4	Replace Deck Boards & Rails	<b>\$17,500.00</b>	<b>\$525.00</b>
5859	Backyard Works Cebrick 5 W. Atlantic St. 1-34 23.16 111.00 LOT 73	Install 4ft. Fence	<b>\$3,344.00</b>	<b>\$100.00</b>
5860	JAH LLC Chalmers 701 S. Shulz Rd. 1-34 23.16 344.00 LOT 11	New Deck, Rails	<b>\$20,870.00</b>	<b>\$626.00</b>
5861	Coastal Edge Landscape Pfeifer 5 E. Atlantic St. 1-34 23.16 286.00 LOT 10	Install Pavers around Pool	<b>\$27,681.50</b>	<b>\$830.44</b>
5862	Shelter Constr. Roofing Inc. Robinson 1211 N. Shulz Rd. 1-34 23.12 23.00	Replace shingle on roof	<b>\$15,750.00</b>	<b>\$472.50</b>

PERMITS-10  
ECC-\$222,725.50  
FEES-\$5,435.94

TOWN OF FENWICK ISLAND  
BUILDING REPORT  
APRIL 2024

[Type here]

LOT 13

5864

Atlantic Coastal Exteriors  
Danchik  
6 W. Georgetown St.  
1-34 23.12 99.01  
LOT 168

Ground level Deck

**\$16,070.00**

**\$482.00**



## Public Works

# April 2024 - May 2024

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Apr 1</b> Buy Hitch Lock - PW Trailer (Lewes St.) Cone Off TH Parking Lot Get Mushroom Soil - Lewes St. Garden Install FI Comm Park Earth Day Banner	<b>2</b> Assist PD - Change Battery 8007 SUV Check Drain Complaints @ 23 W. SC Check Drainage - 33 Oyster Bay Dr. Contact Resident @ 23 W. SC	<b>3</b> Cut Down Dead Rose Bush - PD Bed Fix PW Bay 1 Side Door Grass Edging - Parking Lot PD Straighten Sign Posts (Chief, TM, HC)	<b>4</b> 2nd Load Soil - Lewes Butterfly Garden Check Out 10 W Bayard - Const. Material Check PD SUV 8007 For Power Draws Install License Plate - PD LED Sign	<b>5</b> 3rd Load Soil - Lewes Butterfly Garden Check Chief SUV For Power Draws Cut Grass / Weedwhack - FI Comm Park Install Chocks For Big Banner Legs
<b>8</b> Check Dagsboro Mats - OK Cone Off TH Front Parking Lot Install Pollinators / Birdhouses - Lewes St. Re-Install POLICE Sign - Park Front	<b>9</b> Assist PD - Jump Start Chief's SUV Buy / Install Pansies - TH Pots Check / Dig Out Lewes & Indian BFP's Check Irrigation System For Leaks - Park	<b>10</b> Bought Flox Flowers - RSC Landscaping Cleaned Up K,L Dune Crossovers Dump Yard Waste, Get Brown Mulch - Lowe's Run - Shop Equipment	<b>11</b> Continue Mulch Inside FI Comm Park Found Leak - 1307 Bora Bora, Called Move Lori Into TM Office Pull Dog Sign / Pole - W. Atlantic St.	<b>12</b> Call Rowe Prop. Maintenance - Park Deliver Boxes To LG Room Fix Ladies Handicap Toilet - PD Install Hook - Erin Office
<b>15</b> Check / Clean Off Dagsboro Mats Flush W. James End Pipe (S) Install 11' Ext. Pipe - James St. End (S) Install Flags & Banners	<b>16</b> Bryan - DFIT (Milford) Change Out Fuel Filters @ Pumps Check New Pipe - James St. End (S) Herb Spray Concrete Medians N To S	<b>17</b> Got 2nd Load Brown Mulch - 2 Yds. Herb Spray Curb (SB) N To S Herb Spray W. James, Bay, Indian Sts. Mulch North Sign, A & L Sm. Beds	<b>18</b> Call Artesian - Leak @ 23 Oyster Bay Grease & New Bristles On Street Broom Herb Spray Bayside Continue Install Sm. Earth Day Banner - TH	<b>19</b> Cleaned Out H I J & E Dune Crossovers Continue Mobi-Mat Work Cut Grass - FI Comm Park Flags Half Staff
<b>22</b> Check / Clean Up Dune Crossovers Clean Up 3rd Bay PW Garage Drop Off Mats J, K & L Beach Ends Dune Benches Out E - L (All Out)	<b>23</b> Clean Up ROW 1004 N. Schulz Clean Up Sand On Street - IFO 1705 Drop Off Mats To F, G, H & I Beach Ends Herb Spray Ocean Side	<b>24</b> Check Grill Lights Issue - PW Pickup Continue Repair Extra Mobi-Mats Fix Dagsboro Crossover / Adjust Mats Fix Loose Piece On Lori's Desk	<b>25</b> Cut Grass - G'Town St. End (Dog Park) Filled Water Tank - Lewes St. Garden Fixed TH Shredder (Broken Tab In Bin) Ordered (5) Delineators - W Bayard Ext	<b>26</b> Completed Chaconas Brick Order Cut Grass - FI Park Front / Park Area Delivery 3/4" Gray Stone (9-11am) Drop Mike Car @ Pittsville 9 AM
<b>29</b> A, B, C, D Crossovers Completed Backdrug E Crossover For Tomorrow Pickup Mike Car - Pittsville Sign / Post Pulled - Dagsboro (Church)	<b>30</b> Backdrug G Crossover E & F Crossovers Completed Take Sand To State Park - Farm Beach Water New Plants	<b>May 1</b> (3) Jugs Of Water - TH Measure Banner For Erin (3'x20') Pickup Uniforms @ LogoMotive Take Boxes From TH To PD For Caroline	<b>2</b> Bought New Plants - Lord's Call Comcast About Work Location Issue Cut Grass - E Indian (Seaside Inn) Cut Grass / Weed Eat Both Parks	<b>3</b> Call LogoMotive, Re-Order Mike's Shirts Call Mrs. Wilus, Meet Tue. To Install Brick Check & Clean Beach Mats A - F Check 4WD Issue PW Truck
<b>6</b> Check Mobi Mats & Mat Ends Clean Area By PW Yard, move TH Car Drop-off PW Truck To Pittsville Mats Installed G'Town & Houston Sts.	<b>7</b> Check / Drain Indian St. BFP Clean Out / Fuel PW Tool Truck Install WILUS Brick Met Mrs. Wilus, Pick Out Brick Spot	<b>8</b> Bent Rebar To Secure Mats To Beach Bryan - Hurricane Class (Dover) 8 HR Mobi-Mats Installed Indian St. Beach End Town / Beach Run	<b>9</b> Bending Rebar For Mats Cut / Weedwhack Both Parks Get PW Truck From Pittsville Motors Install New TH Shredder, Toss Old One	<b>10</b> Bought More Bolts - Mobi-Mat Repairs Check Mobi-Mats Continue Mobi-Mat Repairs Find / Fix Light Issue - PW Truck

April 2024 Business License Report

License Type Id	Business Name	Issue Date		
C2	MILSPA W'S MOWING	4/4/2024		
OC	ELECTRIC MOTOR REPAIR COMPANY	4/1/2024		
OC	NATIONAL HVAC SERVICES	4/3/2024		
OC	JUST VINYL LLC	4/3/2024		
OC	NATHAN SMITH BUILDER, LLC.	4/3/2024		
OC	THE F.A. TAYLOR COMPANY, LLC.	4/8/2024		
OC	Hazzard Electric Contr, Inc	4/8/2024		
OC	J.W. Remodeling	4/8/2024		
OC	SHORECUT LAWN CARE	4/10/2024		
OC	JAHC Construction	4/17/2024		
OC	Atlantic Coastal Exteriors	4/23/2024		
RE	KATHLEEN RYAN	4/1/2024		
RE	Edward Czarnecki-Donna Richard	4/1/2024		
RE	SHOLTZ GST EXEMPT TRUST	4/4/2024		
RE	WEBB, ROBERT	4/8/2024		
RE	VIRGINIA BOETTCHER	4/8/2024		
RE	ELLIXSON, JOHN & GRETCHEN	4/9/2024		
RE	711 Coast LLC	4/12/2024		
RE	Joseph A Chalmers	4/17/2024		
RE	KITTY/JOAN MONTIE	4/22/2024		
RE	KIMBERLEE & KEVIN KLEINSTUBER	4/24/2024		
RM	HEART OF GOLD KIDS	4/22/2024		
RM	RUSTY JIMMIES CRABS & SEAFOOD	4/22/2024		
RM	F.I.N.S.	4/25/2024		
RM	LIL FINS ISLAND CANDY SHOPPE	4/25/2024		
			<b>TOTALS</b>	
			<b>C2</b>	<b>1</b>
			<b>OC</b>	<b>10</b>
			<b>RE</b>	<b>10</b>
			<b>RM</b>	<b>4</b>
				<b>25</b>

Fenwick Island Police Department  
800 Coastal Hwy.  
Fenwick Island, DE 19944



MEMORANDUM

TO: PRESIDENT  
COUNCIL MEMBERS  
CITIZENS

FROM: CHIEF Michael J. Morrisey

DATE: May 9, 2024

SUBJECT: APRIL MONTHLY REPORT

The following is the April 2022 monthly report for your review and approval:

	<u>2024</u>	<u>2023</u>
Physical Arrests	1	2
Traffic Citation	59	63
Total Number of Complaints	47	52
DUI Arrests	0	0
Criminal Citations	0	0
Parking Tickets	2	17
Time Assisting DE State Police	1 hr.	7 hrs.
Time Assisting Other Agencies	2 hrs.	1 hr.